

ASSISTANT BUILDING MANAGER

Position Type: Full Time

The Royal Manitoba Theatre Centre exists to celebrate the widest spectrum of theatre art. Deeply rooted in the province of Manitoba, which gave it life and provides for its growth, Royal MTC aspires to both reflect and engage the community it serves. Canada's oldest regional theatre, Royal MTC produces ten plays at two venues, the Winnipeg Fringe Theatre Festival, extensive engagement, outreach and educational activities, and an annual Regional Tour each season. RoyalMTC.ca

Reporting to the Building Manager, the Assistant Building Manager is responsible for ensuring cleanliness and basic physical site maintenance and operation of the Mainstage and Warehouse. The Assistant Building Manager will also assist on special projects as directed.

DUTIES AND RESPONSIBILITIES:

- Maintain overall daily cleanliness of Warehouse and assist cleaning staff at Mainstage.
- Perform commercial cleaning duties including but not limited to sweeping, mopping, vacuuming, etc.
- Clean and sanitize restrooms, break/lunchrooms, and other common areas.
- Empty trash receptacles and replace liners.
- Restock supplies such as toilet paper, paper towels, and soap.
- Adhere to cleaning schedules and complete tasks within designated timeframes.
- Assist in general repair/ maintenance of Warehouse and Mainstage.
- Conduct routine (daily, monthly, and seasonal) mechanical, HVAC, plumbing, lighting, and air quality checks.
- Provide seasonal groundskeeping including snow removal and clearance.
- Participate in building coverage by working weekends as required.
- Respond to after-hours alarms as required.

QUALIFICATIONS

- High School Diploma (Grade 12)
- Valid Class 5 drivers license with access to a vehicle
- Minimum of 2 years commercial cleaning experience
- In depth knowledge of basic maintenance procedures
- Good interpersonal and communication skills to coordinate and facilitate work with staff
- Must be able to communicate clearly and capable of following and executing instructions in English (verbal and written)
- Must be able to work independently and with minimal supervision.
- Must have good organizational and problem-solving skills.

WORKING CONDITIONS

This is an on-site position. The successful applicant must be able to walk/stand for extended periods, climb stairs and lift objects weighing up to 50 pounds. Work in tight quarters and in hot and cold environments will also be required.

SALARY AND BENEFITS

Royal MTC offers a collaborative and fast-paced working environment, a salary of \$30,000 - \$33,000 depending on qualifications and experience, a comprehensive benefits package and a pension matching program.

APPLICATION PROCESS

Interested candidates are asked to submit a cover letter and resume to Human Resources at hr@royalmtc.ca by **Friday, March 8, 2024**. Be advised that resumes will be reviewed as received and this search will remain open until a successful candidate is selected. Applicants must be legally entitled to work in Canada. We thank all candidates for their interest; however, only candidates selected for further consideration will be contacted.

As demonstrated by our Equity, Diversity, Inclusion and Anti-Racism Commitment to Action, Royal MTC is on a deliberate and strategic path to creating an inclusive environment for all employees and becoming an anti-racist organization. We desire to attract a workforce that reflects and shares these values. Recognizing the history of underrepresentation of Indigenous, Black, and people of colour (IBPOC) positions in our company, we will prioritize qualified individuals who self-identify as IBPOC.

We are committed to accommodating applicants with disabilities throughout the hiring process and will work with all applicants requesting accommodation at any stage of our process. If you require additional accommodations, please email hr@royalmtc.ca.

In order to ensure appropriate health and safety, all Royal MTC staff are required to show proof of COVID-19 vaccination prior to starting employment and expected to comply with protocols, which may evolve at any time.